

## Whistleblowing Form

The Bank is committed to upholding and enhancing corporate governance standards and strongly values the ethical conduct and integrity of the employees. In the event that staff members and external parties (e.g. customers and suppliers) engage with the Bank and encounter any actual or possible violation of legal and regulatory requirements or improprieties in relation to the businesses or other matters of the Bank/the Bank's staff members, they can report to the Bank. In all cases, the Bank shall handle the whistleblowers' concern in a prudent, confidential and fair manner.

Nevertheless, for customers' comments and suggestions on the Bank's services or products, they should be directed to the Bank's relevant unit in charge of customer opinion handling for follow-up. For staff appeal, please follow the Bank's applicable mechanisms to submit the case.

Should you wish to submit a reporting, please complete the form below. Please be advised that whistleblowers may submit the completed form and supporting documents via email to [whistleblowing@bankofchina.com.la](mailto:whistleblowing@bankofchina.com.la) OR [whistleblowing@la.bank-of-china.com](mailto:whistleblowing@la.bank-of-china.com). Should you wish to submit report by post, please send the completed form and the supporting documents in a sealed envelope clearly marked "To be opened by addressee only" and addressed to Internal Audit of BOKHK Vientiane Branch at VIENTIANE CENTER, KHOUVIENG ROAD NONCHAN VILLAGE, SISATTANAK DISTRICT, VIENTIANE CAPITAL, LAO P.D.R. We encourage whistleblowers to provide clear and sufficient information or contact information regarding their reports to avoid delaying or hindering the Bank's investigation of the reported cases. In the event that the reported cases involve officer-in-charge of the Bank, the whistleblowers can make reports to BOCHK Group according to the information disclosed in BOCHK's official website.

<b>Whistleblower's Name and Contact Information<sup>1</sup></b> Name : _____ <input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Supplier <input type="checkbox"/> Others (Please specify _____) Telephone Number : _____ Email Address : _____ Date : _____
<b>The Subject Matter of the Reporting concerning the Bank/the Bank's Staff Members:</b> <input type="checkbox"/> Financial fraud or deceit <input type="checkbox"/> Bribery or corruption <input type="checkbox"/> Major loopholes of internal control <input type="checkbox"/> Violation of legal & regulatory requirements (e.g., money laundering, terrorist financing and tax evasion) <input type="checkbox"/> Other unethical or questionable improprieties (please specify _____)
<b>The issue has been reported to the Bank's other units or regulatory authorities:</b> <input type="checkbox"/> Yes (please specify _____) <input type="checkbox"/> No
<b>Details of the Subject Matter:</b> Please provide details including WHO is(are) the person(s) involved, as well as WHEN, WHERE and WHAT are the issue about (please continue on separate sheets if necessary), and attach supporting documents.

<sup>1</sup> The Bank accepts anonymous reporting. Nevertheless, anonymous reporting, might lead to difficulties in following up owing to the inability to obtain further information from the whistleblower. In this connection, whistleblowers are encouraged to provide their real identity and contact information for following up if necessary.

**Personal Data Collection Statement**

The personal data collected will be used solely for the direct handling of whistleblowing reports but not for any other purposes without the whistleblowers' consent, unless such use is required or permitted by the law. In the event that a whistleblowing report leads to criminal investigation, the personal information as collected may then be disclosed to the relevant enforcement authorities. In addition, under the Personal Data (Privacy) Ordinance of Hong Kong and Introduction on Implementation of Data Protection Law of LAO P.D.R, whistleblowers shall have the rights to request access to and correction of their personal data as held by the Bank. Should the individual wish to exercise these rights, requests should be made in writing to the officer-in-charge at the mailing address or email address as shown on this form.